

INSTRUCTIONS FOR THE PREPARATION AND DISTRIBUTION OF
THE REPORT OF SEPARATION (FORM 37-154)

1. Following the exit interview, the Employee Services Division will prepare a Report of Separation, Form No. 37-154, (in six copies) for each employee leaving the Agency. These copies will be distributed as follows:

Plans, Research and Development Staff	(4)
Subject's Official Personnel Folder	(1)
Employee Services Division	(1)

2. Items No. 1 through No. 10 on Form No. 37-154 will be completed as indicated on the form. The following instructions are provided for the completion of Items No. 11 through No. 15:

a. Item No. 11. Using the List of Separation Factors, the interviewer will record the factors resulting in separation (Parts II and III), the general type of employment to which the individual is going (Part IV), and the attitude of the individual toward the Agency with regard to returning to CIA at some future date (Part V).

(1) Since these factors are recorded on IBM cards, the codes must be recorded in Item No. 11 accurately and in the proper order. Ten columns are used on an IBM card for recording the codes. Each separation factor is numbered with a two digit code and are recorded in the first eight columns of the IBM card. No more than four factors may be recorded on the IBM card. The single digit codes for recording the general type of employment to which the individual is going, and his attitude on returning to the Agency are entered in the ninth and tenth columns, respectively.

(2) The code must be entered in Item No. 11 of the Report of Separation in an arrangement which accounts for ten columns. If fewer than four separation factors are recorded, dashes will be used to indicate columns which will not be used. The following examples illustrate this rule:

(a) Voluntary Separations

01,07,21,31,4,2
01,07,-,-,-,1,1

(b) Involuntary Separations (no more than one factor code will be indicated)

51,-,-,-,-,-,-

CONFIDENTIAL

ATTACHMENT A

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b. Item No. 12. The interviewer will record a concise, narrative report of the separation factors involved in the case and his evaluation of their significance based on his total knowledge of the case. When the reason for separation is death, missing in action or medical disability, the action being taken to render assistance or advice to the individual concerned or the beneficiaries will also be indicated.

c. Item No. 13. The interviewer will record the name, organization and reemployability recommendation of the subject's supervisor at the time of separation. This determination will be based on Form 37-151, Personnel Evaluation Report, attached to the Standard Form 52, Request for Personnel Action. If the PER is not attached, the interviewer will contact the individual's supervisor to obtain a verbal recommendation as to the subject's suitability for reemployment.

d. Item No. 14. The interviewer will record the reemployability recommendation of the Placement Officer concerned. If the individual concerned has been recently reassigned between components of the Agency serviced by a Placement Officer other than the Placement Officer servicing the component in which the individual is employed at the time of separation, the currently responsible Placement Officer will consult with the previous Placement Officer concerned before making his recommendation.

e. Item No. 15. The interviewer will record the determination of the Office of Personnel as to the reemployability of the individual and will sign the report.